

### Intelligence Desk Duties Quick Reference

Time	Name	Directory/ File Name	When Done	System	Action
_____	NICC Incident Mgm't Situation Report GACC Situation Report Narratives, Briefing Notes, etc.		Daily	E-mail, WIMS or Internet	Forward to "_____" mail list. Print _____ copy(s). Post copy on Status Board and distribute other copies to:  _____ _____ _____ _____ _____  File previous day's copy? _____
by _____	Situation Update		Large Incidents	E-mail, fax or phone	Provide updated situation information on large incidents to the GACC Intelligence Section (increases in size, complexity, threats/control problems, etc.).
_____	Morning Fire Weather Forecast		Daily	WIMS or Internet	Print _____ copy(s). Post copy on Status Board and distribute other copies to:  _____ _____ _____ _____ _____  File previous day's copy? _____

Time	Name	Directory/ File Name	When Done	System	Action
as received	Spot Weather Forecasts		Large or extended attack fires	Phone, Fax or Internet	<p>Submit requests to the National Weather Service via fax/internet (with a phone call to confirm receipt) as soon as received from the incident(s). When completed, the NWS will post or fax a copy back to you, with a phone call to confirm receipt. Fax a copy to the incident.</p> <p>Make ____ copy(s), post 1 copy on the Status Board, and distribute the rest as follows:</p> <hr/> <hr/> <hr/> <p>File previous copy?</p>
by ____	Fire Weather Observations		Daily	WIMS	Go into "Edit OBs." Pull up SIG group and edit RAWs observations. Enter data for any manual stations. NOTE: This will most likely be an I.A. Dispatch function, unless there is a dedicated Intelligence position.
after ____	Afternoon Fire Weather Forecast		Daily	Internet or WIMS	Same as morning forecast above.

Time	Name	Directory/ File Name	When Done	System	Action
after ____	NFDRS Observations and Indices		Daily	WIMS	<p>Retrieve the following information for the local SIG group:  Observations (DOBS) ____  NFDRS Indices (DIDX):  Observed ____  Forecasted ____</p> <p>Print ____ copy(s) and distribute as follows:  _____  _____  _____</p> <p>File previous day's copy? _____</p>
by ____	Incident Priorities Listing		NICC/GACC PL IV & V	E-mail	<p>Compile information from ICS-209s and phone updates. Leave priority column blank. Give to Center Manager/Agency Mgrs. to have them assign priorities.</p> <p>Forward completed report to GACC. Print ____ copy(s). Distribute as follows:  _____  _____  _____  _____</p> <p>Post copy on status board? _____  File previous copy? _____</p>

Time	Name	Directory/ File Name	When Done	System	Action
by _____	Interagency Situation Report		Daily	Internet	<p>Report from center is due (unless a later submission time has been negotiated - see Area's Mobilization Guide).</p> <p>Use the I.A. resource information and ICS-209s to come up with the numbers for resources committed by agency. Update report as necessary with acreage adjustments (+/-). Develop narrative from ICS-209.</p> <p>Print ____ copy(s) and distribute as follows:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Post copy on status board? _____</p> <p>File previous day's copy? _____</p>

Time	Name	Directory/ File Name	When Done	System	Action
by ____	ICS-209s		Large Fires	E-mail or FAX	<p>For incidents meeting the large fire criteria, ICS-209s are due to the GACC by _____. (Reports are due to you from the incident by _____).</p> <p>When received, review the reports for accuracy and legibility. Forward to the GACC and print ____ copy(s). Post copy on Status Board and distribute others as follows:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <p>File previous copy.</p>
by ____	Incident Priorities		NICC/GACC PL IV & V	E-mail or FAX	Same as above (1500 hrs.)
by ____	Status Board Updates		Large Fires		Update information on large incidents (white board) and post latest copies of reports on cork board.
by ____	MAC Group Briefing Products		Local PL IV and V	E-mail	Prepare materials as instructed by Center Manager/MAC Coordinator.